



Audacity Sound Editing Program

Transforming Audio

User Guide

Spring 2007

Introduction

This guide is meant as a tutorial for getting started with the Audacity cross-platform sound editing software package. Within this guide, you will learn how to download Audacity, get acquainted with its features, create a new audio file, import audio files into the program, select audio for editing, change the audio/segment volume, change the play time of an audio track, and export a finished project as a MP3 file.

How to Download Audacity







- 1.) Go to: <http://audacity.sourceforge.net/>
- 2.) Choose the: **Download** tab.
- 3.) Select your operating system: "Windows", "Mac", "Linux/Unix" from the left navigation.
- 4.) Click on: the **Audacity Installer** link (.exe file for Windows, .dmg or .sit file for Mac).

The screenshot shows a web browser window with the address bar containing <http://audacity.sourceforge.net/download/windows>. The page features the Audacity logo and a navigation menu with buttons for Home, About, Download, Help, Contact Us, and Get Involved. A red arrow points to the 'Download' button with the annotation 'Choose Download tab'. Below the navigation menu, there is a sidebar with a 'Download' section containing links for 'Stable: 1.2.5', 'Windows', 'Mac', 'Linux/Unix', 'Source Code', and 'Release Notes'. A red arrow points to the 'Windows' link with the annotation 'Select your operating system'. The main content area is titled 'Windows' and 'Recommended Download', providing instructions on how to download from Sourceforge.net. A red arrow points to the 'Audacity 1.2.5 installer.exe file, 2.1 MB)' link with the annotation 'Click on the installer link'. The page also includes a search bar and a 'AudacityStore.com' banner.

Figure 1

5.) Choose a mirror from which to download (select the closest location).

You are requesting file: /audacity/audacity-win-1.2.5.exe
Please select a mirror

Host	Location	Continent	Download
	Curitiba, Brazil	South America	Download
	Tainan, Taiwan	Asia	Download
	McLean, Virginia	North America	Download
	Bern, Switzerland	Europe	Download
	Minneapolis, MN	North America	Download
	Amsterdam, The Netherlands	Europe	Download

Note: A red arrow points to the 'Download' link for Minneapolis, MN, with the text 'Choose a mirror download location' next to it.

Figure 2

6.) If your browser has a pop-up blocker, be sure to allow the download.



Figure 3

7.) Click on **Run** to install the application on your computer.

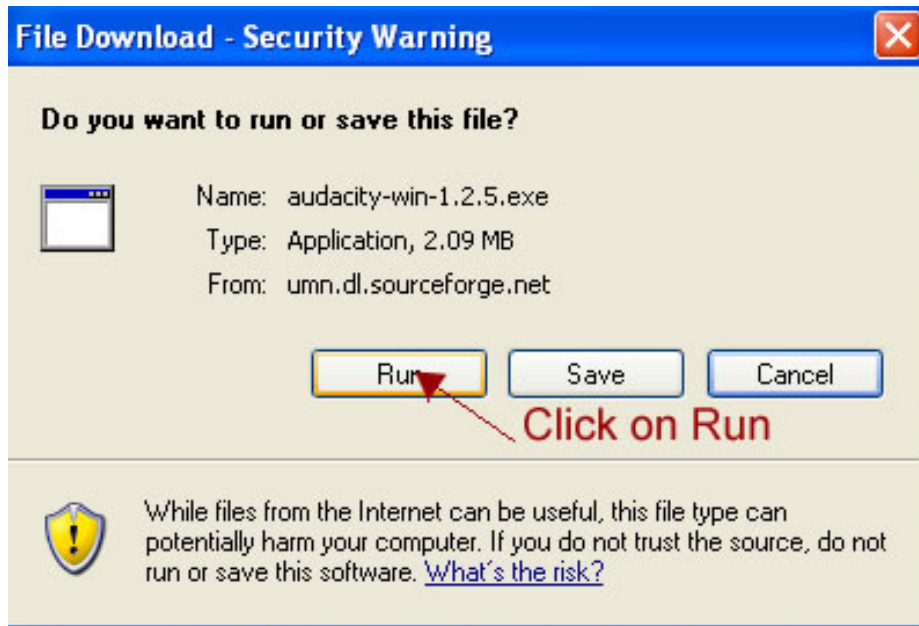


Figure 4



8.) After installing, an Audacity icon should appear on your desktop or you can open the program by selecting from your program files.

How to Download the MP3 Encoder

You're not done with the installation quite yet. This free software doesn't come with the encoder that will allow you to export your files as mp3's (the file format you'll use most often for podcasting). Luckily, a free encoder is available. You just have to download and install it.

- 1.) Go to: <http://audacity.sourceforge.net/>
- 2.) Choose the: **Download** tab
- 3.) Click on: **LAME MP3 Encoder** link

Download
Stable: 1.2.5
Windows
Mac
Linux/Unix
Source Code
Release Notes
Beta: 1.3.2
New Features in 1.3
Windows
Mac
Linux/Unix
Source Code
Plug-Ins

Windows

Recommended Download

This is a Sourceforge.net download page and you will be asked to select a mirror. A "mirror" is one of a group of internet addresses that host the same files. Simply select the one closest to your actual location. When downloading with download managers you may have and left click on the link to

- [Audacity 1.2.5 installer](#) (.exe file, 2.1 MB) - The latest version

Optional Downloads

- [LADSPA plugins 0.4.15 installer](#) (.exe file, 1.5 MB) - over 1000 plugins
- [LAME MP3 encoder](#) - Allows Audacity to export MP3 files. **Select MP3 Encoder**
- [VST Enabler](#) - Allows Audacity to load VST plug-ins.
- [Plug-Ins](#) - Download additional effects and filters.

Figure 5

4.) This will take you to LAME encoder instruction page – you'll need to follow these directions.

- a.) Choose the: **LAME download page** link.

How do I download and install the LAME MP3 encoder?

Because of software patents, we cannot distribute MP3 encoding software ourselves. Follow these instructions to use the free LAME encoder to export MP3 files with Audacity.

Windows

1. Go to the [LAME download page](#).
2. Click on any link from the list of identical "lame-3.96.1" links.
3. When you have finished downloading LAME, unzip it and save the file **lame_enc.dll** anywhere on your computer.
4. The first time you use the "Export as MP3" command, Audacity will ask you where **lame_enc.dll** is saved.

Mac OS 9 or X

1. Go to the [LAME download page](#).
2. Download the version of LameLib for your operating system.
3. When you have finished downloading, use Stuffit Expander to extract the files. (This may happen automatically.)
4. Save the file called "LameLib" anywhere on your computer.
5. The first time you use the "Export as MP3" command, Audacity will ask you where LameLib is saved.

Figure 6

b.) **Click** on: any of the **lame-3.96.1** links.

Note: These files are zip files. You will need a zip utility, such as WinZip, installed on your computer to unzip the files. To get WinZip - go to: <http://www.winzip.com/> and buy or download a free trial version. Install this on your computer.

LAME Binaries for

This is a list of sites on the internet that are known to host compiled binaries of LAME as of 18/06/2005.

This site is in no way affiliated to these sites, and takes no responsibility for the availability of <http://mitiok.free.fr/c.htm> after it died off.

The official home page of the LAME project can be found [on SourceForge](#).

For instructions on installing LAME with Audacity [see my instructions](#).

- [Another Mitiok site](#) Click on any link.
- [lame-3.96.1](#) ←
- [lame-3.96.1](#) - Marko Sihvo, Finland
- [lame-3.96.1](#) - www.overnet.org
- [lame-3.96.1](#) - tuncer atas
- [lame-3.96.1](#) - Matt
- [lame-3.96.1](#) - Mikko
- [lame-3.96.1](#) - V.He
- [lame-3.96.1](#) - Peter

Figure 7

- c.) Click on **Save** from the pop-up menu.
- d.) Make sure you remember where you saved your files. The **first time you open Audacity and click on "Export as MP3"**, you'll need to locate the file, `lame_enc.dll` (for Windows) or `LameLib` (for Macs).

Now you are ready to edit some audio!

How to Use Audacity



- 1.) Open Audacity – Click on icon on desktop
- 2.) To **save your project**:

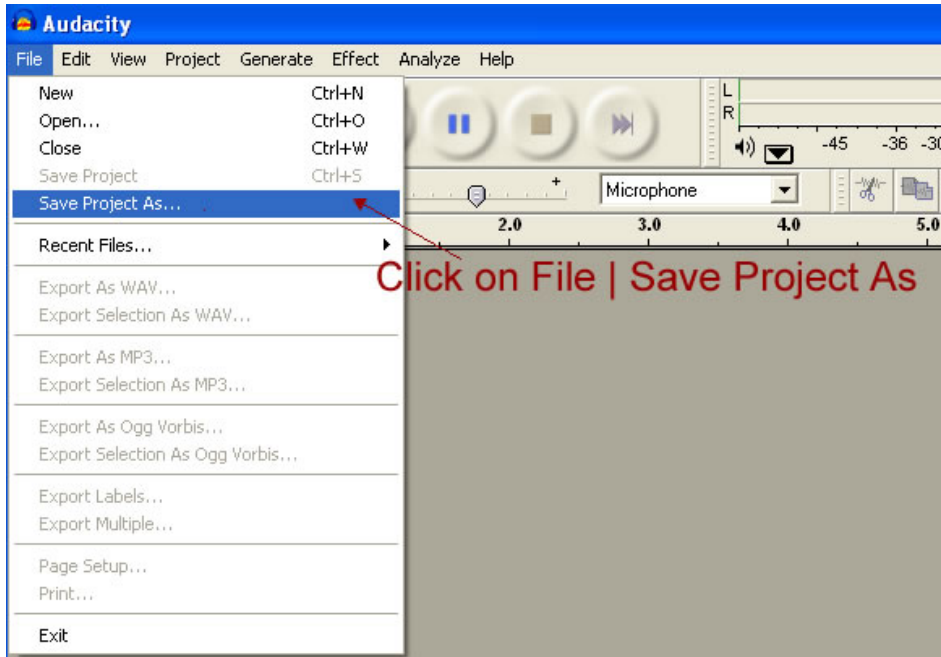


Figure 8

Recording

3.) **To Record:** Plug a microphone into the microphone jack of your computer (Usually right next to the headphone jack. It may be on the front as shown or on the back.)



Figure 9

The Playbar

4.) **The Playbar:** use this to record, playback audio, fastforward and rewind.

- a.) Click on the **red, round button** to record.
- b.) Click on the **yellow, square button** to stop.




Figure 10

Audacity makes an audio track of the recording:



Figure 11

- 5.) Click the **Play button**  to listen to your recording.
- 6.) To expand the viewing of your audio track:

- a.) Click on the **Zoom Tool**:



Figure 12

- b.) With the **Zoom tool** selected, **left click mouse** to **expand audio track**. (This makes it easier to edit.)
- c.) **Right click mouse** to **shrink audio track**.

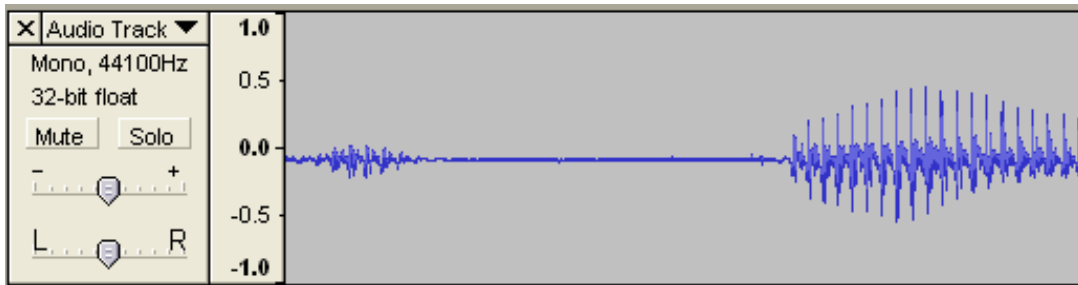


Figure 13

How to Create a New Audio File

Please open Audacity if you do not already have it open.

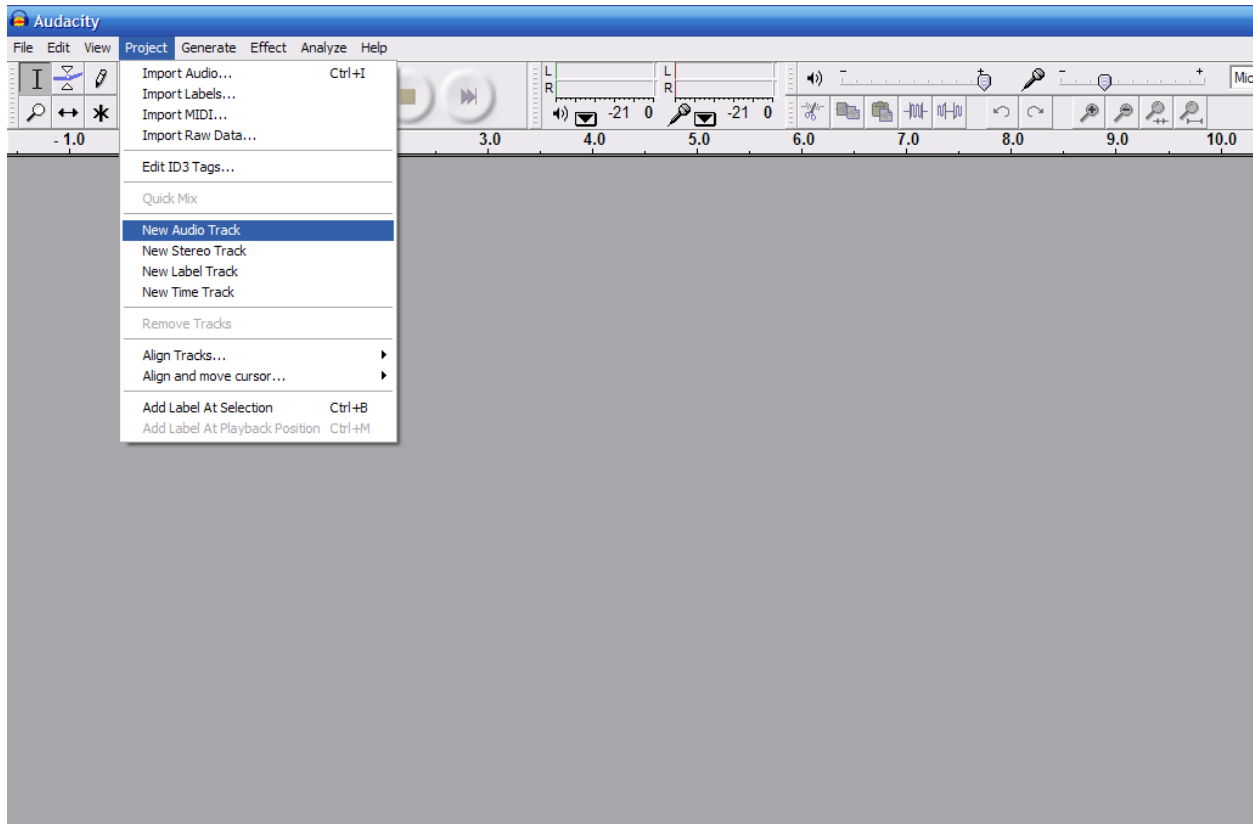


Figure 14

- 1.) In order to add a new audio track, please **click Project > New Audio Track**.
- 2.) A new audio track will then launch in the window.

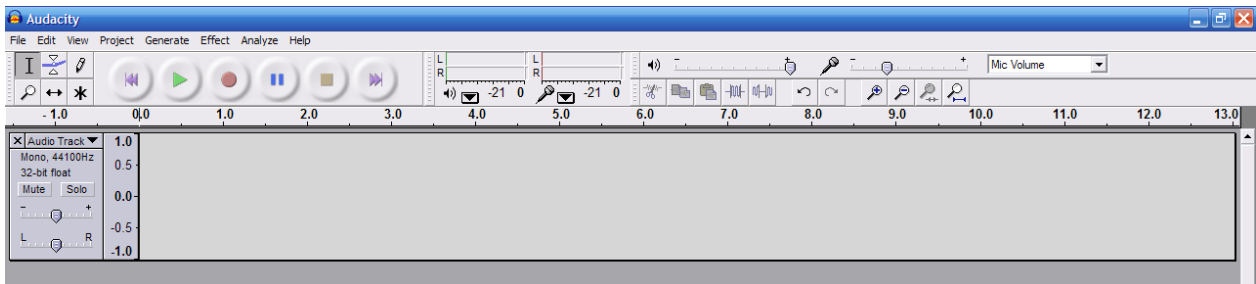


Figure 15

How to Import Audio in Audacity

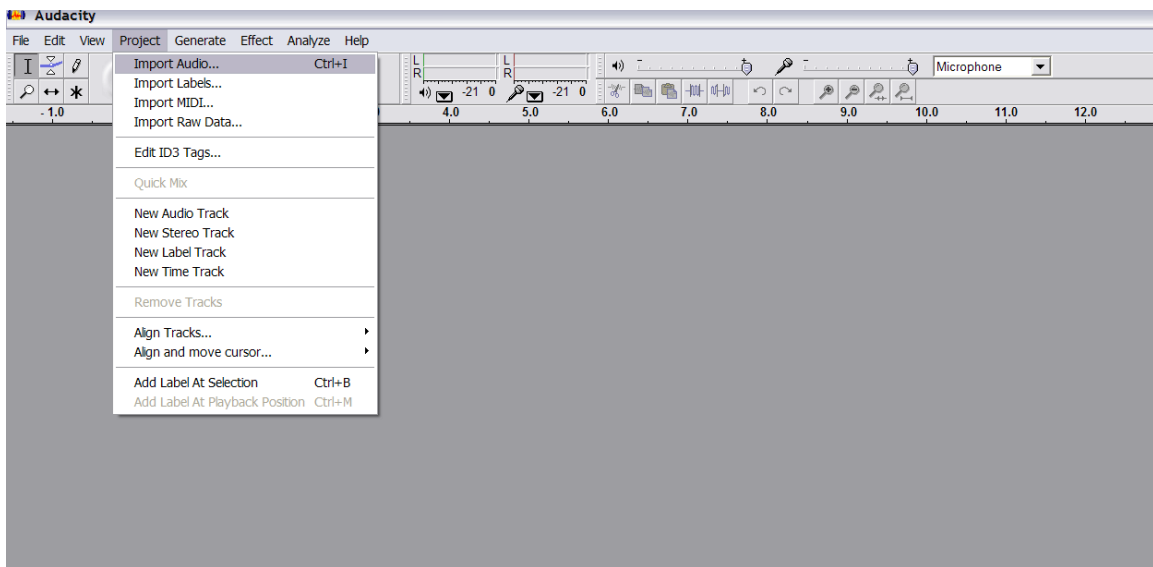


Figure 16

If you are using a hand held recorder and it saves the audio file as a wma, you will need to convert the file to mp3 before importing it into Audacity.

You can download a converter from: http://www.wma-mp3.com/fast_audio_converter.html

- 1.) To import audio into audacity, **click Project > Import Audio (Figure 3)**
- 2.) Select a file to import
 - a. Audacity supports WAV, OGG, AIFF, AU, and MP3 formats.

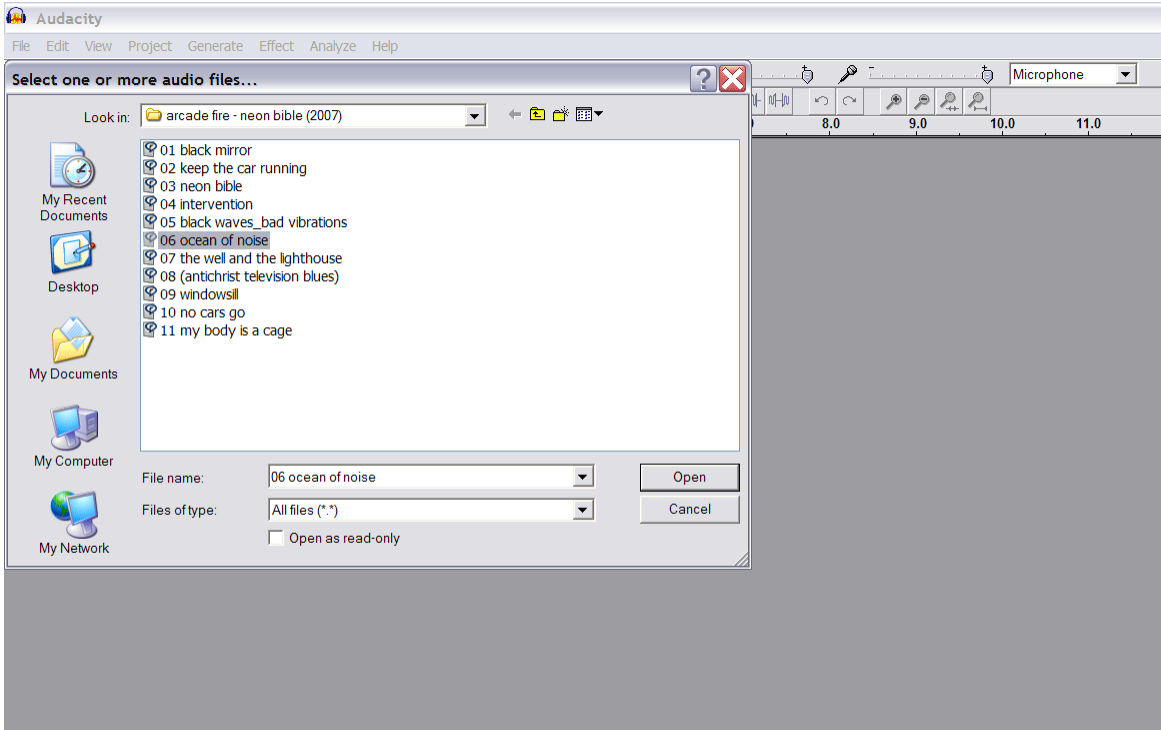


Figure 17

- 3.) Audacity will then open the file for modification or sampling.

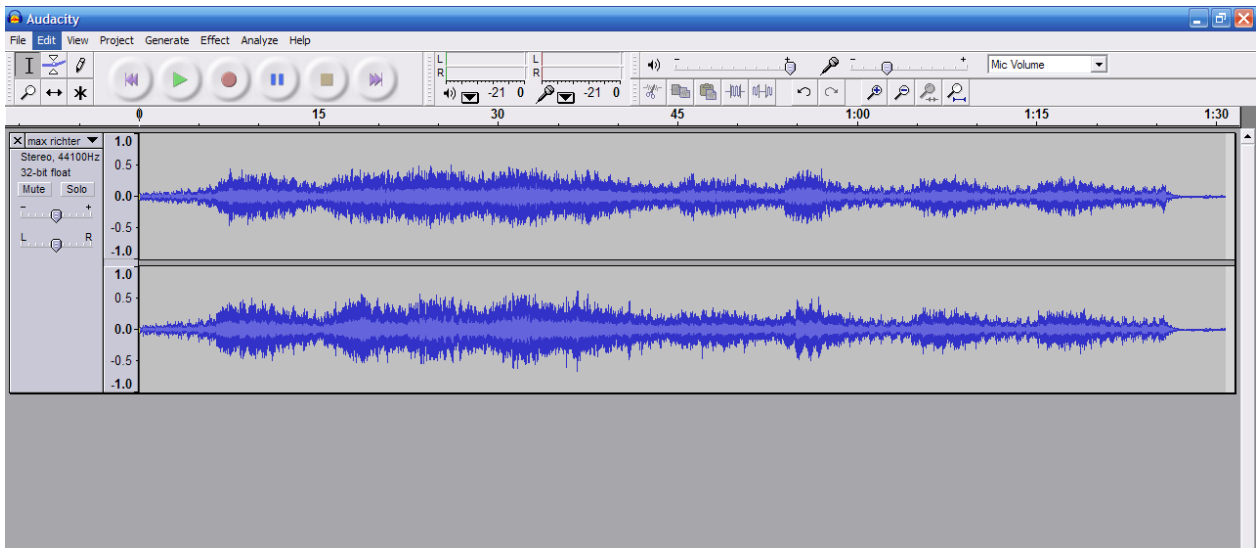


Figure 18

How to Select Audio for Editing

1.) Within the menu, **click** the **Selection Tool**

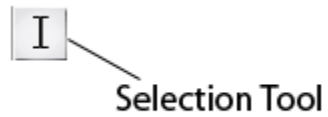


Figure 19

2.) With the Selection Tool selected, **left-click** the **mouse** to select part of the audio track.

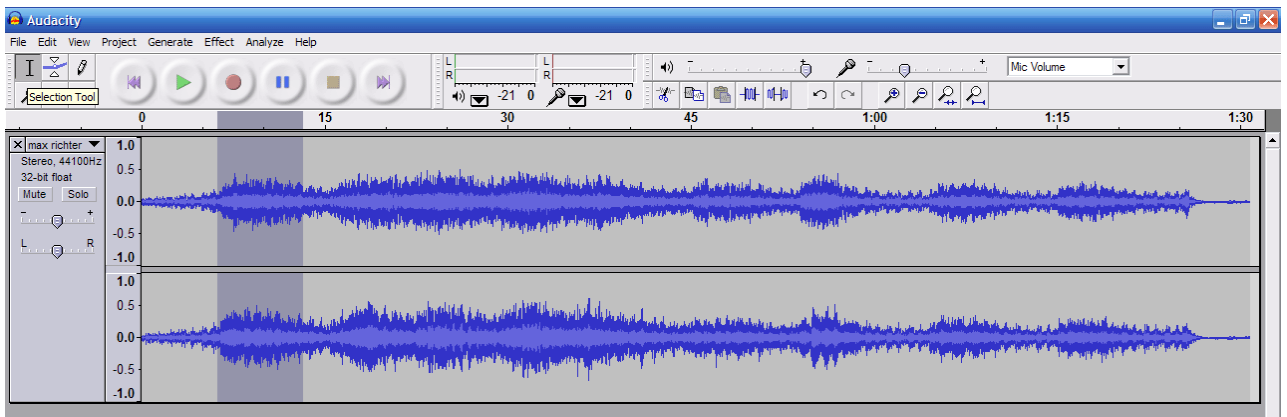


Figure 20

How to Change the Volume of the Audio

- 1.) To change the volume within an audio track, **click the Envelope Tool**

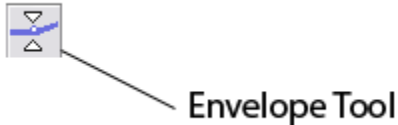


Figure 21

- 2.) With the Envelope Tool selected, **left-click** on the audio track to place a volume control point.

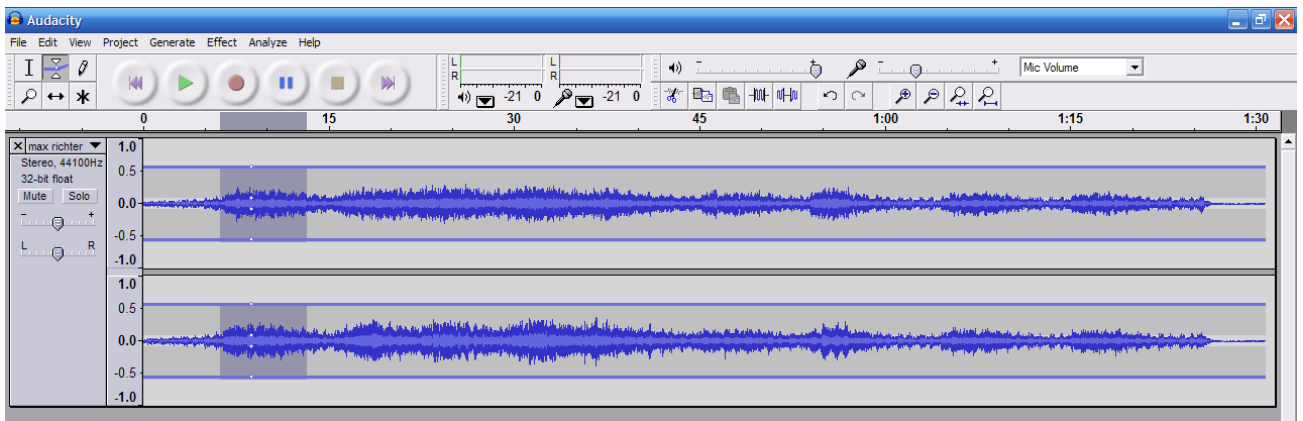


Figure 22

- 3.) With this tool selected, each click on the audio track creates a control point.
- 4.) You can select and change the volume at control points for as many segments as your project requires.
- 5.) Each control point can be adjusted from 0% to 150% of the maximum volume.
- 6.) To move a control point, drag the mouse.
- 7.) To remove a control point, click on it and drag it outside of the track, then let it go.

How to Change the Play Time of the Audio

1.) In order to change the play time of the audio, **click** on the **Time Shift Tool**.

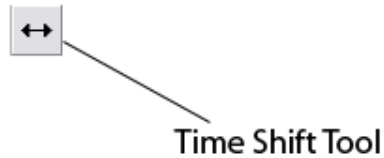


Figure 23

2.) With the Time Shift tool selected, **left-click** the mouse and scroll left or right to change where the audio will fall in the timeline.

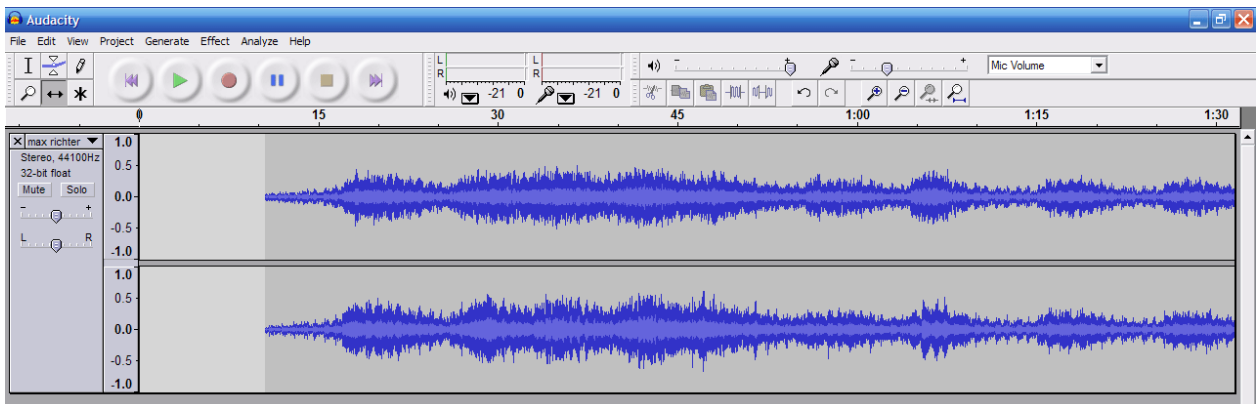


Figure 24

3.) By moving the mouse to the left, the audio will fall before the 0:00 time.
4.) By moving the mouse to the right, audio will be push forward of 0:00 time
(See Figure 11).

How to Export an Audio Track to MP3 Format

1.) To export an edited audio track, **click File > Export As MP3**

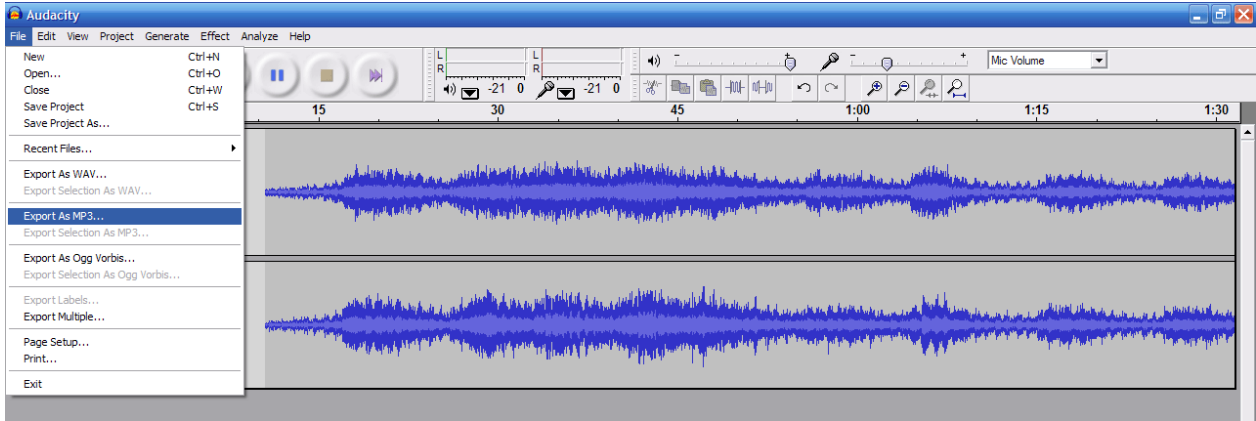


Figure 25

2.) Type in a file name for your new MP3 file and **click Save**.